

15 August 1992

LIQUID FUELS

Combat Readiness Training Centers (CRTC's)

- 1. Objective.** As prescribed in AFR 8-10, this ANGMS quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume for the Liquid Fuels work centers located at Air National Guard (ANG) CRTC's.
- 2. Authority.** AFR 144-1 and ANGR 144-1 series of Air Force and Air National Guard directives contain command policy and procedural guidance for the CRTC Liquid Fuels work center. This ANGMS has been developed in accordance with procedures contained in AFR 25-5 and is the result of a functional review.
- 3. Applicability.** This standard applies to ANG CRTC's located at Alpena MI, Gulfport MS, and Volk Field WI. This standard applies to peacetime operations only.
- 4. Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 6 March 1992.
 - c. Manpower Data Source. Staffing Estimate.
 - d. Standard Manpower Equation. $Y = 3$ (Constant Manpower).
 - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of three (3) manpower authorizations. No other application instructions apply.
- 6. Statement of Conditions.** The normal hours of operation for this work center are eight hours per day, five days per week. There are no other standard of living constraints that affect the daily operation of this work center.

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JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

E. DARDEN BAINES
Chief
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

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WORK CENTER DESCRIPTION**Liquid Fuels
Combat Readiness Training Center (CRTC)****DIRECT:****1. BULK STORAGE OPERATION:****1.1. INSPECTS SYSTEM AND PERFORMS PREVENTIVE MAINTENANCE:**

1.1.1. TRAVELS TO AND FROM BULK STORAGE TO INSPECT SYSTEM AND PERFORM PREVENTIVE MAINTENANCE.

1.1.2. PERFORMS DAILY INSPECTION AND PREVENTIVE MAINTENANCE.

1.1.3. PERFORMS WEEKLY INSPECTION AND PREVENTIVE MAINTENANCE.

1.1.4. PERFORMS MONTHLY INSPECTION AND PREVENTIVE MAINTENANCE.

1.2. PERFORMS PRODUCT INVENTORY:

1.2.1. TRAVELS FOR PRODUCT INVENTORY. Travels through fuel storage system for bulk storage inventory, and travels for the purpose of gauging bulk storage tank.

1.2.2. INVENTORIES BULK STORAGE TANK. Gauges and records fuel measurement and temperature on AF Form 1235, Physical Inventory.

1.3. RECEIVES TANK TRUCK SHIPMENT OF BULK PETROLEUM PRODUCT:

1.3.1. TRAVELS TO AND FROM BULK STORAGE FOR AVIATION FUEL TANK TRUCK RECEIPT.

1.3.2. PREPARES FOR RECEIPT:

1.3.2.1. POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens storage tank receipt valve, and closes tank receipt valve upon completion of receipt.

1.3.2.2. INSPECTS TANK TRUCK. Checks shipping document, inspects seal, verifies fuel level and capacity marker, and performs fuel quality check.

1.3.3. RECEIVES PRODUCT. Opens fuel header receipt valve, monitors fuel system, and stops receipt when all tank truck compartments are empty and/or when fuel header receipt valve is closed.

1.3.4. COMPLETES RECEIPT DOCUMENT. Completes and signs DD Form 250, Material Inspection and Receiving Report, and other delivery receipt documents.

1.4. RECEIVES FUEL BARGE SHIPMENT OF AVIATION BULK PETROLEUM PRODUCT:

1.4.1. TRAVELS TO AND FROM BULK STORAGE FOR AVIATION FUEL RECEIPT.

1.4.2. PREPARES FOR RECEIPT:

1.4.2.1. GAUGES RECEIPT STORAGE TANK BEFORE AND AFTER RECEIPT. Gauges and records fuel measurement and temperature on AF Form 1231, Record of Receipts.

1.4.2.2. POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens pipeline receipt valve and receipt storage tank valve, and closes valve upon completion of receipt.

1.4.3. RECEIVES PRODUCT. Examines fuel, takes sight and hydrometer reading, and monitors fuel system during receipt.

1.4.4. COMPLETES RECEIPT DOCUMENT:**1.5. RECEIVES PETROLEUM PRODUCT RETURNED TO BULK FROM MOBILE UNIT:**

- 1.5.1. TRAVELS TO AND FROM BULK STORAGE FOR MOBILE UNIT RETURNED PRODUCT.
- 1.5.2. POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Positions storage tank receipt valve.
- 1.5.3. RECEIVES PRODUCT. Examines fuel flow and monitors fuel system during receipt.
- 1.5.4. COMPLETES RECEIPT DOCUMENT.
- 1.6. RECEIVES PETROLEUM PRODUCT RETURNED TO BULK STORAGE FROM FUEL RECOVERY BOWSER:
 - 1.6.1. TRAVELS TO AND FROM BULK STORAGE FOR RETURNED PRODUCT.
 - 1.6.2. POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Positions storage tank receipt valve before and after receipt.
 - 1.6.3. RECEIVES PRODUCT. Examines fuel and monitors fuel system during receipt.
 - 1.6.4. COMPLETES RECEIPT DOCUMENT.
- 1.7. ISSUES BY FILLSTAND:
 - 1.7.1. TRAVELS TO FILLSTAND. Travels to fillstand and returns for product issue.
 - 1.7.2. PREPARES TO ISSUE. Aids mobile unit operator in positioning refueling unit, verifies type of fuel to be issued, attaches refueling unit grounding cable, positions wheel chock, assists vehicle operator in connecting single point nozzle to refueling unit, zeros pump meter, opens fillstand issue valve, and tests fuel level cutoff switch.
 - 1.7.3. ISSUES PRODUCT. Starts fillstand pump and monitors fuel system.
 - 1.7.4. CLOSSES OUT ISSUE. Closes fillstand receiver valve, stops pump, assists driver in removing hose, removes grounding cable, performs walk-around, and completes paperwork.
- 2. FUELS DISTRIBUTION:
 - 2.1. PERFORMS FUELS VEHICLE/SPECIALIZED EQUIPMENT MAINTENANCE:
 - 2.1.1. TRANSPORTS VEHICLE AND SPECIALIZED EQUIPMENT:
 - 2.1.1.1. TRANSPORTS VEHICLE/SPECIALIZED EQUIPMENT TO MAINTENANCE.
 - 2.1.1.2. TRANSPORTS VEHICLE/SPECIALIZED EQUIPMENT FROM MAINTENANCE
 - 2.1.2. REVIEWS AND COORDINATES SCHEDULED MAINTENANCE. Reviews vehicle and equipment periodic maintenance schedule, and coordinates with Fuels Control Center (FCC), Quality Control and Inspection (QC&I), and Transportation Refueling Maintenance Shop.
 - 2.1.3. PERFORMS VEHICLE/SPECIALIZED EQUIPMENT PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION. Obtains inspection form, travels to inspection area, performs vehicle/specialized equipment checkpoint inspection, records and corrects minor discrepancy, and advises FCC, QC&I, and Maintenance shop of maintenance discrepancy.
 - 2.1.3.1. PREPARES FOR VEHICLE/SPECIALIZED EQUIPMENT PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION. Obtains inspection form, and travels to the inspection point.
 - 2.1.3.2. PERFORMS SPECIAL PURPOSE VEHICLE PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION.
 - 2.1.3.3. PERFORMS SPECIALIZED EQUIPMENT PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION.
 - 2.1.3.4. PERFORMS GENERAL PURPOSE VEHICLE PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION.
 - 2.1.3.5. PREPARES VEHICLE/SPECIALIZED EQUIPMENT FOR TRANSPORTATION TO MAINTENANCE.

2.1.4. WASHES VEHICLE. Washes vehicle, cleans cab interior, and cleans component compartment.

2.1.5. MAINTAINS VEHICLE OPERATOR OR MAINTENANCE GUIDE. Completes vehicle inspection form and files completed form.

2.2. PERFORMS MOBILE TRAVEL:

2.2.1. TRAVELS FROM FCC TO SERVICING LOCATION TO PERFORM REFUEL.

2.2.2. TRAVELS AFTER REFUEL:

2.2.2.1. TRAVELS TO NEXT SERVICING LOCATION TO PERFORM REFUEL.

2.2.2.2. TRAVELS BACK TO FCC.

2.2.2.3. TRAVELS TO BULK STORAGE FOR REFILL.

2.2.3. TRAVELS FROM BULK STORAGE:

2.2.3.1. TRAVELS TO NEXT SERVICING LOCATION. Upon completion of refill, and travels to the next servicing location as directed by the FCC.

2.2.3.2. TRAVELS TO FCC. Upon completion of refill, and travels to FCC.

2.3. ISSUES FUEL OR OTHER PRODUCT BY MOBILE REFUELER:

2.3.1. PRECHECKS FUELER.

2.3.2. POSITIONS SERVICING UNIT. Annotates time arrived at servicing location, proceeds at Crew Chief's signal, and positions servicing unit.

2.3.3. PREPARES FUELER FOR SERVICING.

2.3.4. PERFORMS FUELING OPERATION:

2.3.4.1. PERFORMS FUELING OPERATION, 1 - 700 GALLONS.

2.3.4.2. PERFORMS FUELING OPERATION, 701 - 1500 GALLONS.

2.3.4.3. PERFORMS FUELING OPERATION, 1501 - 2200 GALLONS.

2.3.4.4. PERFORMS FUELING OPERATION, MORE THAN 2200 GALLONS.

2.3.5. COMPLETES SERVICING OPERATION. Completes fuel accounting document and prepares fueler for departure.

2.3.6. REFILLS TRUCK:

2.3.6.1. AWAITS SERVICING.

2.3.6.2. REFILLS TRUCK FROM BULK STORAGE. Refills truck, completes accounting document, monitors fueling equipment, and contacts the FCC.

2.4. PERFORMS HOT FUELING OPERATION:

2.4.1. PERFORMS HOT FUELING TRAVEL:

2.4.1.1. TRAVELS FROM FCC TO SERVICING LOCATION TO PERFORM REFUEL.

2.4.1.2. TRAVELS BACK TO FCC AFTER REFUEL.

2.4.2. ISSUES FUEL:

2.4.2.1. PREPARES PANTOGRAPH. Prior to first hot refueling operation, inspects pantograph and logs on AFTO Form 371.

2.4.2.2. PREPARES EQUIPMENT FOR SERVICING. Prepares equipment for servicing and hands nozzle to aircraft Crew Chief.

2.4.2.3. PERFORMS FUELS SERVICING OPERATION:

2.4.2.3.1. PERFORMS FUELING OPERATION, 1 - 700 GALLONS.

2.4.2.3.2. PERFORMS FUELING OPERATION, 701 - 1500 GALLONS.

2.4.2.3.3. PERFORMS FUELING OPERATION, 1501 - 2200 GALLONS.

2.4.2.4. COMPLETES FUELS SERVICING OPERATION. Completes fuel accounting document and returns equipment to original position.

2.5. PROVIDES FUELS TRAINING FOR TDY PERSONNEL:

2.5.1. PREPARES TRAINING EQUIPMENT AND MATERIAL.

2.5.2. PERFORMS R14 AIRTRANSPORTABLE REFUELING SYSTEM TRAINING.

2.5.3. PERFORMS HOT REFUELING TRAINING.

2.5.4. PERFORMS PANTOGRAPH TRAINING.

2.5.5. COMPLETES TRAINING FORM.

2.6. OPERATES FUEL CONTROL CENTER (FCC):

2.6.1. RECEIVES SERVICE REQUEST. Receives request from Job Control and other authorized agency, and annotates Daily Fuels Request and Service Log (Fuels Log).

2.6.2. DISPATCHES FUELS OPERATOR. Checks control status board and determines vehicle/equipment availability, ensures operator qualification, alerts fuel operator, obtains and issues clipboard, portable radio, operator checklist, and instructs and dispatches operator to service point or bulk storage.

2.6.3. RECEIVES AND RECORDS INFORMATION. Monitors operation by communicating with operator, records information, and monitors all product movement.

2.6.4. RECEIVES AND FILES FUEL CLIPBOARD. Receives and stores fuel clipboard, portable radio, and checklist; compares issue/defuel transaction document with Fuels Log, and makes necessary correction.

2.6.5. COORDINATES OPERATOR ASSISTANCE REQUEST. Receives and coordinates operator assistance request with Base Support Agency and Fuels Management personnel, maintains contact with operator to ensure coordinated request has been complied with, resolves flightline crew delay, resolves vehicle and equipment maintenance failure, resolves personnel requirements, and other problems that develop during the fueling operation.

2.6.6. MAINTAINS RECORD OF SPECIFIC DATA. Maintains record of specific event on reverse side of Fuels Log and informs affected personnel.

2.6.7. COMPLETES TRANSACTION SUMMARY. Annotates Fuel Log from Consolidated Flightline Fuels Service Log, categorizes issue, enters total number of product issue by category, and enters delay in the Fuels Log.

2.6.8. MAINTAINS FUELS CONTROL STATUS BOARD CONSOLE AND PERSONNEL QUALIFICATION ROSTER. Receives and annotates data change, informs affected personnel, and briefs incoming shift supervisor.

2.6.9. MAINTAINS AND CONTROLS FUELS MANAGEMENT FACILITY AND EQUIPMENT KEY. Issues, receives, and controls Fuels Management facility key.

2.6.10. MAINTAINS ROSTER. Maintains and verifies vehicle roster, organization tank roster, custodian roster, and cash sale roster.

2.6.11. MAINTAINS AND CONTROLS EQUIPMENT AND CHECKLIST. Inventories and checks condition of radio and charger, and ensures clipboard, checklist, and local operational procedure are current.

3. CRYOGENIC FLUID SUPPORT:

3.1. INSPECTS AND MAINTAINS LIQUID OXYGEN AND LIQUID NITROGEN (LOX/LIN) STORAGE TANK:

3.1.1. TRAVELS TO AND FROM LOX/LIN STORAGE AREA TO PERFORM INSPECTION AND CORRECT DISCREPANCY.

3.1.2. PERFORMS DAILY INSPECTION. Reviews technical order (T.O.) form, inspects tank for serviceability, inspects LOX/LIN site, corrects discrepancy, and completes paperwork.

3.1.3. PERFORMS PERIODIC INSPECTION (180 DAYS). Obtains needed tool, performs LOX/LIN storage area inspection IAW work card, and completes paperwork.

3.1.4. PERFORMS SPECIAL INSPECTION (360 DAYS). Obtains tool and support equipment, initiates safety procedure, performs LOX/LIN storage area inspection, purges tank IAW T.O. and work card, corrects discrepancy, completes paperwork, and stows equipment.

3.2. INSPECTS AND MAINTAINS LOX/LIN TANK MAINTENANCE SUPPORT EQUIPMENT:

3.2.1. OBTAINS TOOL AND TRAVELS TO SUPPORT EQUIPMENT STORAGE AREA.

3.2.2. INSPECTS AND PERFORMS PREVENTIVE MAINTENANCE PRIOR TO USE AND DURING OPERATION IAW T.O.

3.2.3. REMOVES GAUGES, TRANSPORTS TO PMEL FOR CALIBRATION AND RETURNS AND REINSTALLS.

3.2.4. COMPLETES PAPERWORK.

3.3. PERFORMS NONRECURRING MAINTENANCE. Obtains tool, travels to LOX/LIN area, troubleshoot, researches part number, obtains part, repairs or replaces part, performs functional check, performs corrosion control, and completes paperwork.

3.4. PERFORMS DAILY INVENTORY OF CRYOGENIC PRODUCT. Travels to and from cryogenic storage area, determines quantity gauge reading, prepares inventory sheet and provides inventory status to accounting section.

3.5. RECEIVES CRYOGENIC PRODUCT. Connects hose, opens tank fill valve, receives product, monitors quantity gauge, closes tank valve, and documents receipt and product loss paperwork.

3.5.1. TRAVELS TO AND FROM LOX STORAGE AREA FOR RECEIPT.

3.5.2. RECEIVES LOX.

3.5.3. TRAVELS TO AND FROM LIN STORAGE AREA FOR RECEIPT.

3.5.4. RECEIVES LIN.

3.6. ISSUES CRYOGENIC PRODUCT. Receives storage tank maintenance form, receives cart and/or ground servicing unit maintenance form, grounds cart as required, connects hose, opens tank and cart valve, issues product, monitors quantity gauge, closes valve, performs all tasks as required, and completes paperwork.

3.6.1. TRAVELS TO AND FROM LOX STORAGE AREA FOR ISSUE.

3.6.2. ISSUES TO LOX SERVICING CART.

3.6.3. TRAVELS TO AND FROM LIN STORAGE AREA FOR ISSUE.

3.6.4. ISSUES TO LIN SERVICING CART.

3.6.5. ISSUES TO LIN SERVICING VEHICLE.

3.6.6. PERFORMS QUALITY CONTROL. Draws lox sample for odor and purity and completes paperwork.

3.7. TRANSFERS CRYOGENIC PRODUCT. Transfers LOX or LIN from one tank to another for inspection.

4. QUALITY CONTROL INSPECTION:

4.1. PERFORMS QUALITY CONTROL INSPECTION. Prepares for inspection by reviewing responsibility, current project and programs, reviews previous inspection report of the section to be inspected, IG report, and staff assistance visit report; gathers required equipment, inspects facility, equipment, organization tank, and management procedure for safety, efficiency, and compliance with directive; evaluates personnel performance, puts away equipment, and briefs supervisor, prepares route, establishes suspense, and files inspection record and report.

4.1.1. PERFORMS 90/180-DAY INTERNAL INSPECTION:

4.1.1.1. TRAVELS TO AND FROM 90/180 DAY INTERNAL INSPECTION.

4.1.1.2. PERFORMS SECURITY INSPECTION.

4.1.1.3. PERFORMS TRAINING INSPECTION.

4.1.1.4. PERFORMS CRYOGENIC INSPECTION.

4.1.1.5. PERFORMS ACCOUNTING/ADMIN INSPECTION.

4.1.1.6. PERFORMS DISTRIBUTION INSPECTION.

4.1.1.7. PERFORMS SAFETY INSPECTION.

4.1.1.8. PERFORMS BULK STORAGE INSPECTION.

4.1.2. PERFORMS EXTERNAL TANK CUSTODIAN INSPECTION.

4.1.2.1. TRAVELS TO AND FROM EXTERNAL INSPECTION LOCATION.

4.1.2.2. PERFORMS EXTERNAL TANK CUSTODIAN INSPECTION.

4.1.3. PERFORMS PERSONNEL SPOT CHECK:

4.1.3.1. TRAVELS TO AND FROM PERSONNEL SPOT CHECK LOCATION.

4.1.3.2. PERFORMS PERSONNEL SPOT CHECK EVALUATION AND COMPLETES PAPERWORK.

4.1.4. PERFORMS SPECIAL SUBJECT INSPECTION.

4.1.5. PERFORMS FOLLOW-ON INSPECTION AFTER DISCREPANCY IS CLEARED.

4.1.6. PROVIDES TECHNICAL ASSISTANCE. Briefs and provides technical assistance to supported organization.

4.1.7. MAINTAINS DANGER TAG. Identifies safety hazard, prepares danger tag and attaches to equipment or facility removed from service, annotates AFTO Form 150, computer product, base fuels sampling, testing record, annotates danger tag log, notifies Fuels Management Office, Fuels Control Center, and Wing Safety Office of tagged equipment or facility, inspects and removes danger tag upon notification that system is ready for return to service, and closes out log.

4.1.8. REPORTS MATERIAL DEFICIENCY. Identifies defective/condemned equipment, prepares quality deficiency report, forwards one copy to equipment office of primary responsibility (OPR), receives response from OPR, and follows response instruction, and files report and response.

4.2. PERFORMS POL QUALITY CONTROL TESTING:

4.2.1. TRAVELS TO AND FROM SAMPLE DRAWING LOCATION.

4.2.2. DRAWS SAMPLE. Gathers required equipment, draws sample for fuels test from bulk storage, mobile distribution, hydrant distribution, aircraft sump, fuel bowser, support equipment, organizational tank, and cryogenics storage; and puts away equipment.

4.2.2.1. DRAWS SAMPLE USING IN-LINE SAMPLER.

4.2.2.2. DRAWS SAMPLE USING WEIGHTED BOTTLE METHOD.

4.2.2.3. DRAWS SAMPLE USING BACON BOMB.

4.2.2.4. DRAWS SAMPLE USING DRUM THIEF.

4.2.2.5. DRAWS SAMPLE USING CRYOGENICS SAMPLER.

4.2.3. SHIPS SAMPLE TO AREA LABORATORY. Prepares sample and container for shipment, records sample information, inspects sample for proper amount of project, appropriate container, and cleanliness of container; prepares required form and paperwork and attaches to sample, forwards sample to transportation, records laboratory test result, files report when received from laboratory, and resamples when required.

4.2.4. PERFORMS FUELS TEST. Gathers required equipment in laboratory, performs fuel test in accordance with applicable technical publication, and records result on AFTO Form 150, or updates computer.

4.2.4.1. PERFORMS TIME FILTRATION TEST.

4.2.4.2. PERFORMS PARTIAL ASSESSMENT TEST.

4.2.4.3. PERFORMS DRUM THIEF TEST.

4.2.4.4. PERFORMS FUEL SYSTEM ICING INHIBITOR (FSII) TEST.

4.2.4.5. PERFORMS FUELS SOLIDS DETERMINATION TEST.

4.2.4.6. PERFORMS CONDUCTIVITY ADDITIVE TEST.

4.2.4.7. PERFORMS SPECIFIC GRAVITY TEST.

4.2.4.8. PERFORMS VISUAL INSPECTION TEST.

4.2.4.9. PERFORMS FREE WATER DETERMINATION TEST (USING AERONAUTICAL ENGINEER LABORATORY (AEL)).

4.2.4.10. PERFORMS FIBER TEST.

4.2.4.11. PERFORMS SULFIDE TEST.

4.2.4.12. PERFORMS MICROSCOPIC ANALYSIS.

4.3. PERFORMS LABORATORY EQUIPMENT MAINTENANCE:

4.3.1. CLEANS AND MAINTAINS SAMPLING EQUIPMENT. Cleans and maintains sampling equipment in accordance with applicable technical publication.

4.3.2. MAINTAINS AND ADJUSTS TEST EQUIPMENT. Performs electrical continuity testing of electrostatic ground wire connections or other test, calibrates inventory equipment, and makes minor adjustment.

4.3.3. DISPOSES OF TESTED FUEL AND CHEMICAL. Empties tested fuel and chemical into active storage or contamination container upon completion of test.

4.3.4. MAINTAINS CRASHED AIRCRAFT SAMPLING KIT. Inventories, inspects, and replenishes the kit after each use.

5. ACCOUNTING:**5.1. AUDITS ISSUE DOCUMENT:**

5.1.1. AUDITS AF FORM 1233, BULK STORAGE SUMMARY. Receives AF Form 1233 from Bulk Storage for each grade of bulk fuel handled, reviews for accuracy, checks beginning and ending meter reading on AF Form 1233 against previous day meter reading, and posts AF Form 1237, Inventory (Fuels/Missile Propellants).

5.1.2. AUDITS AF FORM 1232, BULK FUEL ISSUE/DEFUEL SUMMARY, AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT (DOD), AND AF FORM 1995, FUELS ISSUE/DEFUEL DOCUMENT (NON-DOD). Receives AF Form 1232 from bulk storage, ensures required supporting document for cash sale/reimbursable transaction is attached and proper entry made, removes and verifies AF Forms 1994 and 1995 against AF Form 1232, records total number of transactions accomplished, tabulates net total of issue, defuel, gain, loss, and fuel handled by meter, and posts results to AF Form 1237.

5.1.2.1. AUDITS AF FORM 1232 AGAINST AF FORMS 1994/1995 OR CONSOLIDATED ISSUE FORM.

5.1.2.2. AUDITS AF FORM 1232 AGAINST AF FORM 1233.

5.1.3. AUDITS DD FORM 1348-1, DOD SINGLE LINE ITEM RELEASE/RECEIPT DOCUMENT (FOR CRYOGENICS ISSUE ONLY). Prepares form or receives form from cryogenics storage and annotates issue quantity to AF Form 1237.

5.1.4. AUDITS AF FORM 791, AERIAL TANKER IN-FLIGHT ISSUE LOG. Receives form from issuing activity, reviews and researches issue data, and prepares computer input document.

5.2. AUDITS RECEIPT DOCUMENT:

5.2.1. AUDITS DEFENSE FUELS SUPPLY CENTER (DFSC) FORM 21.1, SOURCE IDENTIFICATION AND ORDERING AUTHORIZATION (SIOATH) OR EQUIVALENT. Receives form from Defense Fuel Region (DFR), reviews for accuracy, and makes corrections as necessary, and manually prepares DD Form 1886, SIOATH Control Record, as required.

5.2.2. AUDITS AF FORM 1231, RECORD OF RECEIPTS, DD FORM 250, MATERIAL INSPECTION AND RECEIVING REPORT, AND COMMERCIAL DELIVERY TICKET. Receives form from bulk storage, verifies AF Form 1231 against the commercial delivery ticket, reviews form for proper entry, attaches computer produced DD Forms 1348-1 to the commercial delivery ticket, annotates the AF Form 1237, separates and forwards copy of the DD Form 250, and the commercial delivery ticket to the proper organization.

5.2.3. AUDITS DD FORM 250, MATERIAL INSPECTION AND RECEIVING REPORT (FOR CRYOGENIC RECEIPT ONLY). Receives DD Form 250 and/or supplier delivery ticket from cryogenic storage, reviews form for accuracy, and posts receipt quantity to AF Form 1237.

5.3. AUDITS TRANSFER DOCUMENT. PREPARES DD FORM 1348-1, DOD SINGLE LINE ITEM RELEASE RECEIPT. Manually prepares DD Form 1348-1 for bulk transfer from FP account of ground and aviation fuel, researches and clears update reject, and separates and disseminates form to appropriate activity.

5.4. AUDITS INVENTORY DOCUMENT:

5.4.1. AUDITS AF FORM 1235, PHYSICAL INVENTORY (FUELS/MISSILE PROPELLANTS). Receives AF Form 1235 for each type of fuel product, checks for accuracy, computes total, and checks Fuels-Strapping chart for conversion.

5.4.2. PREPARES/MAINTAINS AF FORM 1237, INVENTORY (FUELS/MISSILE PROPELLANTS). Manually prepares form for each fuels product, computes and records all issue and receipt, computes book inventory and records physical inventory from AF Form 1235, records the gain/loss difference between the book and physical inventory and determines if a variance adjustment is necessary, forwards form to Accountable Officer for review, and prepares computer input.

5.5. PREPARES USAF GROUND FUEL IDENTAPLATE. Prepares AF Form 1295/1295A, USAF Ground Fuel Identaplate for recording non-Vehicle Integrated Management System (VMS) vehicle and equipment issue.

5.6. COORDINATES FOR RESUPPLY OF FUEL:

5.6.1. COORDINATES WITH SUPPLIER. Coordinates via telephone with supplier, Fuel Storage, and base Supply to schedule delivery. Confirms quantity to be received and resolves discrepancy.

5.6.2. COORDINATES WITH APPROPRIATE AGENCY. DFR, DFSC, and/or MAJCOM headquarters to resolve resupply difficulties.

5.6.3. PREPARES DD FORM 1155, ORDER FOR SUPPLIES OR SERVICES, OR EQUIVALENT FOR FUELS PRODUCT. Prepares form, coordinates with procurement office, forwards copy as required, and maintains receipt due-in file.

5.6.4. PREPARES DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT, OR EQUIVALENT FOR FORECASTING REQUIREMENT. Researches historical document, prepares form, and forwards to DFR.

5.7. PREPARES REPORT. Researches, reviews, and prepares report as required by Attachment 2 to AFR 144-1.

5.7.1. PREPARES DD-A AND L (A) 506 REPORT.

5.7.2. PREPARES HAF LEX (D AND AR) 7108 REPORT.

5.7.3. PREPARES HAF - LEY (D AND M) 8201 (D33) REPORT.

5.7.4. PREPARES LOG - SA (SA) 7150 REPORT.

5.7.5. PREPARES LOG - SA (SA) 7308 REPORT.

5.8. PERFORMS TRAVEL:

5.8.1. PERFORMS TRAVEL TO AND FROM BASE SUPPLY. Travels to deliver/pickup automated report, miscellaneous item, or DD Form 1348-1.

5.8.2. PERFORMS TRAVEL TO AND FROM ACCOUNTING AND FINANCE OFFICE. Travels to deliver AF Form 1995, Non-DOD Issue Document and Cash Sales Document.

5.9. COMPUTES GAIN/LOSS TOLERANCE ANALYSIS. Computes gain/loss variance, formulates recommended tolerance for MAJCOM review and approval, computes monthly variance and compares to approved tolerance, and investigates and reports out of balance variance to MAJCOM.

5.10. OPERATES COMPUTER REMOTE. Operates computer remote for inputting requisition, receipt, issue, transfer, gain/loss and inventory data, performs inquiry, reverse post, and due-in calculation.

5.11. REVIEWS COMPUTER MANAGEMENT PRODUCT. Reviews and validates daily, weekly, or monthly computer management product.

5.12. MAINTAINS DOCUMENT CONTROL FILE:

5.12.1. FILES ACCOUNTING DOCUMENT. Files accounting document by preparing, stamping, and annotating folder, retrieves file as required.

5.12.2. FORWARDS FILES TO STAGING AREA. Prepares files and forwards to staging area, retrieves file as required.

INDIRECT: Indirect work involves tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for Standard Indirect Description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC Liquid Fuels/ 4170C ANG Combat Readiness Training Center			APPLICABILITY MAN-HOUR RANGE Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Liquid Fuels	631X0	AGR	3								
TOTAL			3								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											